

METROPOLITAN COMMUNITY COLLEGE

DISTRICT PROCEDURE

GRADE CHANGE

6.05020 DP

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled and a change in a student's grade will be made only in extraordinary circumstances. Students will be required to present documentation supporting their claim.

A grade change request may be made, in writing, for a final grade, not including withdrawals or incompletes, to the instructor up to 120 working days following the posting of the grade.

Students who wish to challenge a grade should first seek to resolve the matter informally with the course instructor.

If still dissatisfied, the student may appeal, in writing to the division chair or if the division chair is the instructor then to the instructional dean of the campus.

The division chair will conduct an inquiry for the purpose of determining that the grade was not awarded for reasons that are arbitrary or capricious. The chair cannot substitute his or her judgment for that of the instructor concerning the quality of the student's work. No grade shall be otherwise changed unless there is clear, convincing and unequivocal evidence that it was a direct result of arbitrary and capricious conduct by the instructor. Arbitrary and capricious assignment of a grade may include but is not limited to circumstances where;

- a. the grade was assigned by more exacting or demanding standards than were applied to other students in the course.;
- b. the grade was assigned to a performance standard which substantially deviated from the performance standard stated in the syllabus by the instructor;
- c. the grade was assigned after the instructor refused to correct mathematical or mechanical grading errors.

When the instructor is unavailable or unable, the division chair may initiate a grade change with the approval of the dean of instruction and the president.

Reference: 6.05015 Grading Standards  
7.30050 Medical/Discretionary Withdrawal

Approved: Chancellor  
January 11, 1977

Revised: June 11, 1985  
Revised: December 13, 2005  
Revised: February 16, 2015